

SALARY AND BENEFITS

The Police Captain annual salary control point is approximately \$199,800. Appointment is generally made at 85% of Control Point, which is approximately \$169,830.

Benefits: A variety of benefits are available to management employees. For a complete description of management benefits, please contact the Human Resources Department.

APPLICATION AND SELECTION

Additional information may be obtained from:

**City of Santa Clara
Human Resources Department
1500 Warburton Ave.
Santa Clara, CA 95050
(408) 615-2080
www.santaclaraca.gov**

This is a closed, promotional recruitment. Applicants must have permanent employment status with the City of Santa Clara.

The Human Resources Department must receive **completed resume packets no later than 5:00 p.m. on Wednesday, November 5, 2008.** Resume Packets must include a “Letter of Interest and Intent”, and a detailed resume. You may send resume packets by mail, FAX to (408) 247-5627 or E-mail to humanresources@santaclaraca.gov.

Only those applicants who show the best combination of qualifications in relation to the requirements and duties of the position will be invited to participate in an oral interview, tentatively scheduled for **Wednesday, November 19, 2008.**

Interested women and minorities are urged to apply. Those with disabilities who are capable of performing the job duties of the position may request reasonable accommodation to help with the selection process by contacting the Human Resources Department at (408) 615-2080, or for those who are hearing impaired, call TTY (408) 984-3042.

10-22-08-65-08-138U
AN EQUAL OPPORTUNITY EMPLOYER

City of Santa Clara
Human Resources Department
1500 Warburton Ave.
Santa Clara, CA 95050

The City of Santa Clara



Invites Applications
for the position of

POLICE CAPTAIN

**POLICE
DEPARTMENT**

Closed/Promotional Recruitment

**Final Filing Date:
Wednesday, November 5, 2008**



THE CITY OF SANTA CLARA

Located in Silicon Valley, Santa Clara promotes a high quality of life and strong economic climate for a population of 115, 503 residents. Within the city limits are included attractive residential and vigorous industrial areas, beautiful parks, and excellent schools.

Santa Clara is the home of Mission Santa Clara, Santa Clara University, Mission College and California’s Great America theme park. Santa Clara is a Charter City with a Council/Manager form of government. The city is a full service city with an annual budget of approximately \$556.2 million.

THE DEPARTMENT

The Police Department is the primary law enforcement agency for the City of Santa Clara. It operates on a 24-hour basis and handles approximately 57,500 calls for service a year. The Department has 147 sworn officers, 76 civilian support personnel, a Police Reserve Department, and a volunteer program. The Department is divided into three divisions based on their particular functions. The three divisions are Field Operations, Investigations, and Administrative Services.

The Police Department mission is to: “Provide quality police service to the public, professionally and with integrity. Working together, and in partnership with the community, identify and resolve problems utilizing all available resources”.

THE POSITION

This is a sworn, professional/managerial position responsible for directing any of the following three divisions in the City Police Department: Field Operations Division, Investigations Division, or Administrative Services Division. Incumbent establishes and maintains a good rapport with other City departments and Department Heads; exercises good independent judgment and discretion; manages, and directs employees as required; formulates and oversees administrative policies for the effective use of assigned personnel and budgets; and consistently demonstrates a willingness to cooperate with the remainder of the Management Team, other members of the Department, and other City offices.

As a member of the City’s Unclassified Service, this is an “at-will” position and the incumbent serves at the discretion of the City Manager. An incumbent in this position demonstrates strong ethical, professional, and service-oriented leadership and interpersonal skills, sets

a good example, and correctly applies the tenets of the City’s Code of Ethics and Values.

EDUCATION AND EXPERIENCE

- Possession of a Bachelor’s Degree in Police Science, Business Administration, or an approved related field.
- Additional desirable educational pursuits include successful completion (and application of the concepts) of the P.O.S.T. Supervisory Leadership Institute (SLI), FBI National Academy, or POST Command College.
- Minimum of two (2) years as a Police Lieutenant with the City of Santa Clara.
- Desirable experience patterns would include at least two (2) years at the Police Sergeant level or higher in one of the following assignments: Personnel and Training, Reserve Police Department Director, or Traffic Lieutenant; and
- Applicant should have served as a Police Sergeant or Police Lieutenant in more than one division for at least two (2) years, and consideration will be given to applicants who have actively sought a diversity of assignments.

KNOWLEDGE, SKILLS, & ABILITIES

Thorough Knowledge of:

- Modern police methods and procedures, including patrol work, crime prevention, Community Oriented Policing and Problem Solving, traffic control, scientific investigation and identification techniques; criminal law with particular reference to apprehension, arrest, and custody of persons accused of misdemeanors and felonies, including rules of evidence pertaining to search and seizure and the preservation and presentation of evidence in criminal cases;
- Principles and practices of modern police training, supervision, and administration; and
- The objectives and programs of the City and of the Police Department.

Ability to:

- Gather and analyze evidence and to draw logical conclusions;
- Supervise personnel effectively;
- Prepare clear, complete, accurate, concise, and logical written reports;
- Efficiently maintain records; and

- Establish and maintain effective working relationships with others.

TYPICAL DUTIES

Investigations Division: Under general direction: plans, develops, coordinates and directs the activities of the Investigations Division; directs assigned personnel to ensure that all cases which should be investigated in order to apprehend, question, and prosecute offenders, and to recover lost and stolen property, are properly investigated; assigns cases for investigation, and directs the maintenance of all necessary records and reports; personally supervises the investigation of unusual and/or major crimes; may directly supervise members of the Property Crimes or Persons Crimes units, as necessary; prepares and manages annual budget for the Investigations Division.

Field Operations Division: Under general direction: plans, develops, coordinates, and directs the activities of the Field Operations Division; directs assigned personnel to ensure that the City Police Patrol and Traffic functions are properly and efficiently carried out, including: Police response to routine and emergency calls and special operations; recovery of stolen property, accident investigation and control; bicycle safety programs; animal regulation and other functions assigned to the Field Operations Division; the coordination of Department vehicle maintenance; directs the maintenance of all necessary records and reports; prepares and manages annual budget for the Field Operations Division; and is responsible for the Reserve Program.

Administrative Services Division: Under general direction: plans, develops, coordinates, and directs the activities of the Administrative Services Division; directs assigned personnel to ensure that the functions of the Administrative Services Division are properly and efficiently carried out, including: proper maintenance of centralized Department records and reports, Department radio, and telephone communications, the accounting for all property coming into the possession of the Department, the jail and the safe detention of all prisoners in the holding facility; ensures that warrants and subpoena service are timely and properly administered; efficient operation of the Community Services Unit, including PAL, Crime Prevention and School Services, crossing guards and school safety patrol programs, the Volunteer Program and the Citizens Police Academy; and prepares and manages annual budget for the Administrative Services Division.

Relating To All Divisions: Under general direction: recommends policy regarding Department rules, regulations, and procedures; makes innovative recommendations in order to promote maximum efficiency in the utilization of personnel and material resources; counsels and evaluates the performance of assigned personnel; recommends discipline for personnel when necessary; performs special studies as assigned by the Chief of Police; works cooperatively and harmoniously with other members of the Police Department staff in developing plans, policies, and procedures concerning all areas of Police Department activity; attends and participates in professional conferences; and performs other related duties as assigned.

License: Possession of an appropriate, valid California driver’s license is required at time of appointment.

Certification: Possession of an Advanced P.O.S.T. Certificate and P.O.S.T. Management Certificate are required.

Supervision Received: Works under the general direction of the Assistant Police Chief or Chief of Police.

Supervision Exercised: Supervises sworn professional, paraprofessional, clerical, and other personnel as assigned.

Special Conditions:

Incumbents in this position are required to file a Conflict of Interest Statement upon assuming office, annually and upon leaving office, in accordance with City Manager Directive 100.

Must be able to perform all of the essential functions of the job assignment.